**south dakota
DEPARTMENT OF EDUCATION**
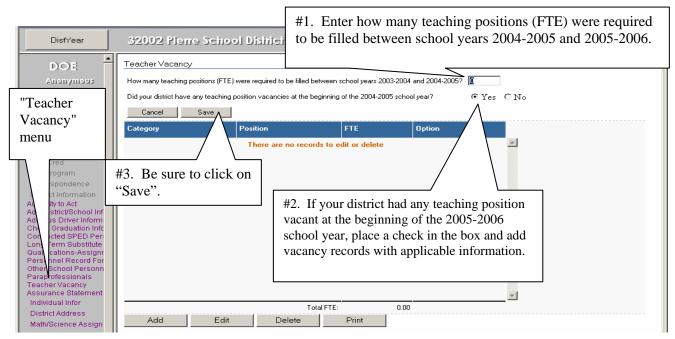Learning. Leadership. Service.

# Teacher Vacancy
# School Year 2006-2007
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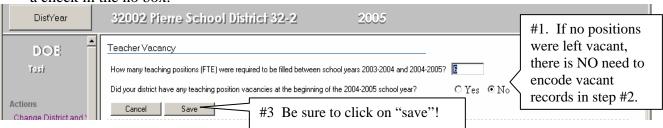This menu will only be available to the following districts:
**10-Public School Districts**

## Adding Teacher Vacancy Records

**STEP #1:** ALL districts are required to access this menu, even if you have no data to report. After accessing this menu simply enter how many teaching positions (FTE) were required to be filled between school years 2003-2004 and 2004-2005.



#1. Enter how many teaching positions (FTE) were required to be filled between school years 2004-2005 and 2005-2006.

"Teacher Vacancy" menu

#3. Be sure to click on "Save".

#2. If your district had any teaching position vacant at the beginning of the 2005-2006 school year, place a check in the box and add vacancy records with applicable information.

1. Enter how many teaching positions (FTE) were required to be filled between school years 2004-2005 and 2005-2006.
2. If your district had any teaching position vacant at the beginning of the 2005-2006 school year, place a check in the box and be sure to follow the directions under STEP #2. Otherwise, place a check in the no box.
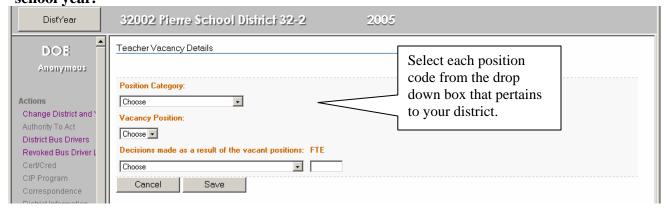


#1. If no positions were left vacant, there is NO need to encode vacant records in step #2.
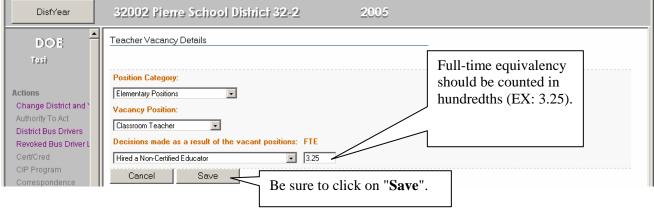
#3 Be sure to click on "save"!

3.    Be sure to click on "Save".

**STEP #2:**  If you had a position vacant at the beginning of the school year, select each position code from the drop down box that pertains to your district.  Include only vacant positions during the **school year.**



STEP #2 callout: Select each position code from the drop down box that pertains to your district.

**STEP #3:**  The Total FTE Counts for staff categories must be reported to the nearest hundredth.

1.  Count part-time staff in terms of full-time equivalency.  Full-time equivalency should be counted in hundredths.  For example, if a position is filled by two part-time persons, each working one half day, count each as 0.50.
    (a) A full-time employee having more than one assignment should be counted in terms of full-time equivalency in each assignment.  For example, a person assigned 6 hours per day as a bus mechanic and 2 hours per day as a custodian should be counted 0.75 for the bus mechanic position and 0.25 for the custodian position.



STEP #3 callouts: Full-time equivalency should be counted in hundredths (EX: 3.25). Be sure to click on "**Save**".

**STEP #4:**  Be sure to click on **"Save"**.  Continue with the above steps to add the next vacant position record.

# Running a Report

**SUGGESTION:** Print the " Report: Teacher Vacancy Data".



#1  Click on the print button.



#2  Click on the icon that looks like a printer.

#3  Select the appropriate printer to which you want to print to.

#4  Click on print.